CITY OF HARRISBURG Bureau of Codes/Health Office

Wanda R.D. Williams, Mayor • Harrisburg City Council

FOOD ESTABLISHMENT COMPLAINT FORM (Please type or print in ink legibly)

Establishment Address	Establishment Name (please print)
Establishment Phone Number	Email Address/Website
Owner Name	Owner Phone Number
Owner Address (may be different than estable	lishment address)
NOTE: All of the above information must	be completed before your complaint can be processed.
Nature of Complaint: (please provide as m	uch detail as possible, use an additional sheet if necessary)
Tractic of Complaints (preuse provide as in-	uen detan as possisse, ase an additional sheet it necessary,
Date you contacted establishment and/or go	overnment agency about problem://
Were you evaluated by a medical professional? If yo	es, please provide additional details.
Can we contact you to appear in court for the v	violations noted?
	al, pursuant to Section 4904 of Title 18 of the Pennsylvania Crimes ree of offense, punishable by a fine and imprisonment of not more
Signature	/
FOR OFFICE USE ONLY:	
Property No.	Tracking No.

Bureau of Codes • 10 N. 2nd Street, Suite 205 • Harrisburg PA 17101 • Phone: 255-6553

(Information on reverse side)

Food Establishment Complaint Process

Once you have submitted your complaint, an inspector is assigned to schedule visiting the establishment to inspect for the violations noted on the complaint form. If the inspector is already currently working on a previous complaint on the subject property, your complaint will be added to the pending actions.

You must indicate on the Food Establishment complaint form a summary and the date, time and location you encountered the problem. Include any additional information including any medical intervention and/or if anyone else was affected.

Once an inspector has inspected the establishment, one or more of these actions may be initiated:

- 1) The inspector may issue a notice to correct the noted health code violations. The notice in accordance with law must be acknowledged and signed by the owner or person in change and then a copy mailed to the establishment.
- 2) Contained in the notice is a prescribed number of days in which the owner or agent must correct the violations. Should the owner fail to correct the violations in the prescribed time, operations may be discontinued. Continued non-compliance could result in revocation of business license
- 3) The inspector may accept the establishment's offer to voluntarily cease operations to correct several health code violations, if combined with a compliance plan and correction time line
- 4) If there is reason to suspect a food-bourne illness outbreak, or other imminent health threat, the City may shut down establishment operations immediately and notify the Pennsylvania Department of Agriculture of intent to initiate investigations